USAJOBS®
"WORKING FOR AMERICA"

DOWNLOAD A
Guide

Creating & Posting a Job

To create a Vacancy Announcement and post vacancies on USAJOBS and Studentjobs, click the **Create & Post A Job** button. You'll be guided through a three-part process that includes the following sections: **Job Information, Vacancy Announcement** and **Job Posting**. Highlighted areas are included below.

GLOSSARY

Duty Location
A single Vacancy Announcement can be used to create multiple vacancies at up to three locations (e.g. an Engineer position can be used to create 2 vacancies in Washington, D.C., 1 vacancy in San Mateo, CA, and 3 vacancies in Maynard, MA.)

Select Links
Clicking a select link will display a list of choices for the field. You can click a choice to populate the field, or type in the entry of your choice.

RESOURCES

Click the HELP link at the top of each page for assistance.

Contact a Support Representative at 866-one-gov1 (866-663-4681) 8 AM – 8 PM EST

Job INFORMATION
Information entered on the Job Information page is used to form the Vacancy Announcement. For more information on how to complete a specific field, click the section title.

● POSTING ON STUDENTJOBS.GOV
To also post your vacancy on the Studentjobs website, enter the requested information in the Student Employment section. To only post your vacancy on the USAJOBS website, select "None."

● OPENING & CLOSING DATES
By default, the opening date for your vacancy is the date you complete the Create & Post A Job process. The closing date is automatically set for 10 days after the opening date. However, you can overwrite the default opening/closing dates. For an indefinite closing date, enter @@/@@/@@@@ in the field.

● OCCUPATION CODE
The Occupation Code section can be completed in two ways: 1) Click **select** to choose the Occupation Code and Title. 2) Type in the Occupation Code. The Title will be automatically added to the Job Information page of your Vacancy Announcement after you complete the posting process. **Note:** You cannot manually enter the Title.

● DUTY LOCATIONS
The Duty Location section can be completed in two ways: 1) Click **select** and choose the Location Code and Location Name. (You may overwrite the name if it is not specific enough.) 2) Type in the Location Code and Location name. **Note:** If you leave the Location Name field blank, the name will be added after you complete the Job Information page.

● PUBLIC CONTACT INFORMATION
You can choose the contact information that will be visible to job seekers who view your vacancy online. If you wish to receive resumes via email, include your email address and check the Allow "Apply Online" Link/Feature box.

Vacancy ANNOUNCEMENT
The Vacancy Announcement page can be completed in two ways: 1) Cut and paste from an existing document by clicking Use Vacancy File Paste Option. 2) Use the Vacancy Announcement Builder.

Using the Vacancy Announcement Builder
Each Vacancy Announcement Builder section includes a check box and/or a text box. You can either check the appropriate box(es) or type a response into the provided text box.

Continued

**IF POSTING A NON-STUDENT POSITION:**

Posting On USAJOBS
In this example, a Vacancy Announcement is used to create a vacancy at two duty locations, with both vacancies posted on USAJOBS, for a total of two postings.

IF POSTING A STUDENT POSITION:

Posting on USAJOBS & Studentjobs
In this example, a Vacancy Announcement is used to create a vacancy at two duty locations, with both vacancies posted on USAJOBS and Studentjobs, for a total of four postings.
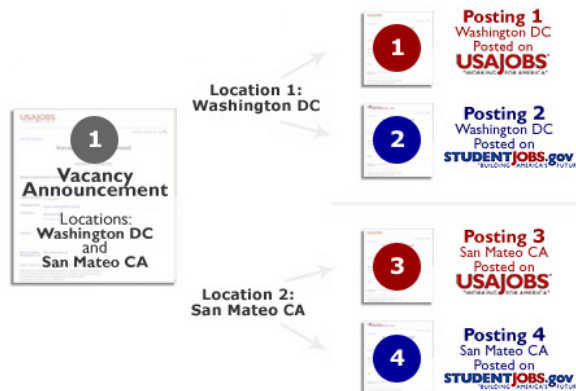
The following highlighted sections are taken from the Vacancy Announcement Builder:

Reasonable Accommodation Statement — Include any special provisions that you will make for disabled job seekers.

Additional Duty Locations — Use this section to edit the Duty Location detail that you entered on the Job Information page.

Job POSTINGS
This final section of the posting process allows you to review the vacancies and duty locations that you first specified and reviewed on the Vacancy Announcement and Job Information pages.

After you've verified the posting information is correct, click **Add Selected Job Posting to List Below**. Your newly-added vacancies will then be displayed

and can be previewed, and if necessary, removed.

To create a folder for your Vacancy Announcement and post the vacancies, click **Post Now**.